

50111-01 41 71-11 10 **APPLICATION FOR RECORDS RETENTION SCHEDULE**

**GEORGIA DEPARTMENT OF HUMAN RESOURCES
OFFICE OF ADMINISTRATIVE SERVICES
RECORDS MANAGEMENT UNIT**

For instructions on completing this form contact DHR Records Management Unit, 47 Trinity Avenue, Atlanta, Georgia 30334. Phone - (404) 656-4976 GIST: 221-4983

DHR		1. GEORGIA DEPARTMENT OF HUMAN RESOURCES		ARCHIVES AND HISTORY	
Application Date January 10, 1984		Office of Financial Services Cost Allocation 518 Health Building 47 Trinity Avenue, S.W. Atlanta, Georgia 30334 - 1202		Application Number 76-4-A	
Application Number DHR 84-1				Date Received JAN 11 1984	
				Date Completed AUG 14 1984	
2. Person to Contact Sandra Brown		Working Title Research Unit Supervisor		Telephone Number 656-3766	
3. Action Requested a. <input type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input checked="" type="checkbox"/> Amend Application No. 76-4 Check One: <input checked="" type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void					
4. Dates of Series Earliest Latest		5. Records Series Title (followed by title used in office; if different) Random Moment Sample Study Files			
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?					
7. Records Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: Included are: File is arranged:					
8. Monthly Reference Rate One to six months old _____ ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older _____ ?					
9. Annual Rate of Accumulation of Records Letter-size drawers _____ Legal-size drawers _____ Shelves _____ ; Other (Specify) _____					

YES	NO	10. Questionnaire (Place an "X" in the proper column)
		a. Is this the official copy of the series? If not, where is it?
		b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
		c. Is this a vital record?
		d. Does this series have historical or long term research value?
		e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
		f. Is the information contained in this series ever published? If yes, attach copy.
		g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
		h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
		i. Is this series (or a major portion of it) regularly microfilmed?
		j. Does the record series result in a computer printout?

11. Retention Requirements The following requires the series to be kept:

a. State Law	_____ years.	d. Audit period	_____ years.
b. Statute of limitation	_____ years.	e. Administrative need	_____ years.
c. Federal law	_____ years.	f. Federal retention instructions	_____ years.

Attach copy or excerpt of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☒ Other month then,

- ☒ Hold in the current files area _____ month(s) 1 year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☒ Transfer to State Records Center; hold 3 year(s); then
- ☒ Destroy
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

These instructions apply to all prior and future accumulation of records for this series title.

Signature & Date	Signature & Date
DHR Section/Unit - Chief/Supervisor/Designee	DHR Records Management
<i>Landra L. Brown</i>	Paul T. Murphy - RMT
DHR Office / Division - Director/Designee	DHR Records Management Supervisor
	<i>Elizabeth W. Crank</i> Elizabeth W. Crank - CRM - RMA <u>1/10/84</u>

STATE RECORDS COMMITTEE

Retention recommendations in paragraph 12 are approved - If not approved, please attach a letter of explanation.

	Signature & Date
State Auditor/Designee	<i>Edward Weldon</i> <u>8-9-84</u>
Secretary of State/Designee	<i>Edward Weldon</i> <u>8/7/84</u>
Attorney General/Designee	<i>Edward Weldon</i> <u>8/4/84</u>

Application for
RECORDS DISPOSITION STANDARD

1. Application Date January 8, 1976	2. Agency Application No. DHR-25	3. Agency Name & Address Georgia Department of Human Resources - Office of Evaluation and Research - State Center for Human Service Statistics - Reports Control Monitoring/Special Studies Section - 618 Ponce de Leon Avenue - Atlanta, Ga. 30306	4. Date Received JAN 12 1976	5. Application No. 76-4	6. Date Completed JAN 27 1976
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE.			<input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.		

8. Earliest & Latest Dates of Series June, 1973 -to date	9. Exact Series Title RANDOM MOMENT SAMPLE STUDY FILES
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10. What is the function of the office in which this record series is created?

The Office of Evaluation and Research is responsible for providing the Management Team with personnel who can objectively evaluate and analyze the effectiveness of the Department's Programs.

The State Center for Human Service Statistics has the responsibility for compiling birth, death, marriage, and divorce data by unspecified categories for research purposes leading to obtaining assistance in the development of health programs under Federal and State grants and to assist in the identification of those areas meriting the establishment of health programs.

The Reports Control Monitoring/Special Studies Section has the responsibility for maintaining a list of all required Federal reports as to person responsible for report, frequency of report and current status; and conducts special studies for the State Center, especially the Random Moment Studies of DHR and County DFCS staff for cost allocation and Federal reimbursement monies for these employees.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to conducting and coordinating studies for cost allocation for Federal reimbursement of funds for salary and travel of personnel who work in County Departments of Family and Children Services and support staff in the State Department of Human Resources. Included are unnumbered forms: "Administrative Random Moment Study" giving unit code/room/phone number; information as to whether employee was contacted by telephone or face-to-face; employee's name, social security number; employing division/office; random moment number; date and time of contact; activity on which employee working when contacted; interviewer's name. "DFCS Clerical Random Moment Study Schedule" gives county name and number; random moment number; employee's name and social security number; date form completed; activity on which employee working at time of report; interviewer's name; interviewer's remarks. "Services Random Moment Study Schedule" gives county name and number; name of worker sampled; and Social Security Number; random moment number; date form completed; activity on which

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers	Cu. Ft. of Records
Letter-size File Drawers	17	25.5		14	21
Legal-size File Drawers	3	6	Floor Space Occupied (Square Feet)	31	
			*constant use for 1/2 of each quarter AVERAGE DAILY REFERENCES (peak period)	This Year's *	Last Year's 1/2 Preceding Year's 1 All Prior Years 1

13. Is this the Record Copy of the series? ☒ [x] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [x]
15. Is the information contained in this series ever summarized or published? ☒ [x] ☐ []
Attach copy of summary or publication. see "compiled results" group - attached
16. Does the series contain classified information requiring security handling? ☐ [] ☒ [x]
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [x]
18. Could the function be performed if the files were lost or destroyed? ☒ [x] ☐ []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [x]
20. Does the record series provide data as input to an EDP file? ☒ [x] ☐ []
information to identify employee, work category, county, division/office
21. Does the record series contain documentation produced as EDP printout? ☒ [x] ☐ []
information as given in item 20
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☒ [x] ☐ []
see attached page 11273 Record Retention Guide - 6.4
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☐ [] ☒ [x]

24. REQUIREMENTS. The following requires the files to be kept 4 years:

a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☒ [x] FEDERAL LAW e. ☒ [x] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

See attached page 11273 RECORD RETENTION GUIDE and to fulfill agreement with HEW that should request be made by HEW for duplication of any Random Moment Study, all material for providing this duplication will be available and HEW would be furnished the duplication of the study.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [x] OTHER X, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☐ [] Transfer to ☐ [] State Records Center ☐ [] Local Holding Area; hold year(s):
- ☐ [] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☒ [x] Other: (Specify) Beginning January 1, 1974, cut off file quarterly; hold in current files area 1 year; transfer to State Records Center, hold 3 years then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

See attached page 11273 from Records Retention Guide "6.4 State and local governments, - institutions of higher learning, hospitals, and other nonprofit organizations receiving HEW

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
<i>Elizabeth H. Clark</i>	<i>1/8/76</i>		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Sharon C. Stanley</i>	<i>1-8-76</i>
	State Auditor/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>William M. Dixon</i>	<i>1-23-76</i>
	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Carol Hart</i>	<i>1-21-76</i>
	Attorney General/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved	<i>Robert H. Shee</i>	<i>1-23-76</i>

STATE RECORDS
COMMITTEE

Application for Records Disposition Standard

RANDOM MOMENT SAMPLE STUDY FILES

Continuation Page

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11. which employee working at time of report; interviewer's name. "Eligibility Staff Random Moment/Sample Schedule" gives date of Schedule; name of employee and employee's Social Security Number; name of interviewer and interviewer's remarks; employee activity at time of report. "Services Random Moment Study" is the compiled results for a given month of the Random Moment Studies. Also, any subsequent forms which may be developed for the Random Moment Studies, keypunch cards and printouts.
- The file is arranged: Administrative - by date; County - by date, thereunder alphabetically by county; and Youth Services - by date, thereunder by site for given area.

25. grants.

To maintain financial records, supporting documents, statistical records, supporting documents, statistical records, nonexpendable property records, and any other records pertinent to an HEW grant.

Retention period: 3 years from date of submission of annual or final expenditure report (or in case of unexpendable property, 3 years after final disposition of such property); or if Federal audit has not been completed or audit findings have not been resolved at the end of 3 years, until resolution of all audit findings. 45 CFR 74.20, 74.21, 74.22.

STATE
OF
GEORGIA4/71-11
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Application for
RECORDS DISPOSITION STANDARDOFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISIONPAGE
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1. Application Date January 8, 1976	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DHR-25		Date Received JAN 12 1976	Application No. 76-4 Date Completed JAN 27 1976
3. AGENCY, Division, Subdivision & Administering Office Address Georgia Department of Human Resources - Office of Evaluation and Research - State Center for Human Service Statistics - Reports Control Monitoring/Special Studies Section - 618 Ponce de Leon Avenue - Atlanta, Ga. 30306		4. Person to Contact Mrs. Sharon Stanley	
		5. Working Title Research Asso. II	6. Tel. No. 894-4057

7. ACTION REQUESTED

- ☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest
Dates of Series
June, 1973 -to date

9. Exact Series Title

RANDOM MOMENT SAMPLE STUDY FILES

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				31			
				This Year's	Last Year's	Preceding Year's	All Prior Years
				*	1/2	1	1

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? ☒ [x] ☐ []
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(Indicate briefly rationale for recommendations above/or write additional remarks):

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Records Management Officer (Signature) <i>Elizabeth M. Crank</i>		Date <i>1/8/76</i>	OTHER REQUIRED SIGNATURES	DATE
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	Secretary of State/Designee <input checked="" type="checkbox"/> [x] Approved <input type="checkbox"/> [] Disapproved		<i>Carole Hart</i>	<i>1-21-76</i>
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STATE RECORDS
COMMITTEE

Application for Records Disposition Standard

RANDOM MOMENT SAMPLE STUDY FILES

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